



Resident Application Requirements Checklist

(1/2016)



SHANDOKA USE

APPLICANT NAME	RECEIVED BY AND DATE	APPROVED BY AND DATE

Thank you for your interest in Shandoka Apartments!

This checklist provides a summary of the items required to be approved as a Resident of Shandoka or to be placed on the Waiting List.

Applications will not be accepted until all required items are completed

This application is for:

- ☐ Waiting List
- ☐ Additional Resident for a New Apartment Offer (New Apartment _____)
- ☐ Change of Tenant for an Existing Lease (Apartment _____)
- ☐ Apartment Transfer for an Existing Tenant (Current Apartment _____)

Required items to be placed on the **Waiting List**:

- ☐ Resident Application Form
- ☐ Signed Release of Rental History, Credit and Background Information
- ☐ Verification of Employment (or of alternative qualification standard)
- ☐ Notarized Lawful Presence Affidavit completed by the Town Clerk's Office (_____ Out of Town)¹
- ☐ Receipt of Certificate of Lawful Presence from the Town Clerk's Office
- ☐ Copy of current Photo ID
- ☐ \$10 Waiting List Fee

At the time of a New Apartment Offer, Waiting List applicants must also provide:

- ☐ \$20 Background Check Fee (can be billed to apartment account for Tenant Changes)

Additional Residents (whether for a new Lease or a Tenant Change) will need to provide all of the same items as a Waiting List applicant (including the Background Check Fee), except for the Waiting List Fee.

Apartment Transfer applicants need only provide:

- ☐ Apartment Transfer Application
- ☐ \$10 Waiting List Fee

Final Approval of any new Resident also requires:

- ☐ Compliance with current Shandoka Qualification Policy (Approved by _____ Date _____)
- ☐ Approved Credit and Background Check (Approved by _____ Date _____)
- ☐ Approved Rental Reference Check (Approved by _____ Date _____)
- ☐ Approved Property Ownership Check (Approved by _____ Date _____)

Prior to execution of a Lease or Tenant Change Amendment, all applicants must provide:

- ☐ Proof of transfer of electrical billing to one or more of the named Tenants
- ☐ Return of any Parking Permits issued to Old Tenants who are leaving Shandoka

¹ Out of Town Applicants may provide a copy of current photo ID. Completion of Lawful Presence Certification will be a condition of any Lease Offer in this situation.

SHANDOKA APARTMENTS

Application, Waiting List and Leasing Procedures

1. All prospective tenants must submit a COMPLETE application with a \$10.00 application fee. Submitted applications are reviewed for eligibility and if qualified, the applicant's name is placed on the Shandoka waiting list as of the date of receipt. Prospective tenants will be required to pay an additional \$20.00 prior to signing a lease to cover the cost of a background check.
2. When a waiting list applicant is advised of upcoming availability, they will have one business day to respond before the unit is offered to the next applicant. It is the applicant's responsibility to keep current contact information on file with the Shandoka office.
3. If an applicant accepts the offer of a lease for the unit, Shandoka Apartments requires payment of \$250.00 towards the security deposit. A signed pre-lease agreement to hold the unit must be executed within two business days of accepting the unit.
4. Shandoka Apartments only offers 12-month lease agreements to new residents and there is no sub-letting allowed. If a tenant moves out before the end of the lease term, the tenant will be responsible for payment of rent on the unit until the lease term ends or Staff is able to rent the unit again (in addition to any maintenance and cleaning charges due as the result of the move – expect to be charged \$150-300 for carpet cleaning).
5. Upon occupancy of the unit, the tenant is required to pay the first month's rent in full (prorated if the move-in date is in the middle of the month). For security reasons, the Shandoka Office cannot accept payments in cash. Post Office money orders are recommended if you do not have a checking account.
6. The required security deposit is 1.5 times the monthly rent. The security deposit is due in full at move-in. If the applicant is unable to pay in full, a payment plan may be set up that requires payment of one third of the deposit at move-in with the remainder due within the next two calendar months following move-in. Shandoka charges a one-time non-refundable \$25.00 finance charge to set up a security deposit payment plan.
7. The monthly rent is due the first of every month of the lease term. If no rent payment is submitted by the 10th of the month, a \$25.00 late fee will be charged. A late fee of \$25.00 will be charged for any other payments due on the 10th day following the due date.
8. Tenants are responsible for paying for their unit's electric service. Tenants must provide Staff with proof of electrical service as of the first day of the lease agreement.
9. PETS are **NOT** allowed on the premises at Shandoka Apartments. The Marshal's Department will be advised if stray pets are present on the premises.
10. The total yearly income for all unit occupants may not exceed five times the yearly housing cost of the unit, this includes rent plus utilities.
11. Changes in tenants require prior approval of the Housing Manager and submission of a completed application by the new tenant. Changes in tenants require the execution of a change in tenant agreement which transfers ownership of the security deposit from old tenant to new tenant and acknowledges acceptance of the unit in its current condition by the new tenant.
12. Tenants are required to notify Staff in writing at least 45 days prior to move out. If Tenants do not give adequate notice prior to vacating the apartment, THA shall extend the lease on a month to month basis until either sufficient notice is given or until a new Tenant is found.
13. All occupants of any Shandoka unit must submit employment and income certifications to renew their lease. Failure to provide required documentation may result in lease renewal being denied.



Resident Application Form

(1/2016)



Required for each Occupant, 18 years and older for New Leases, Waiting Lists and Change of Tenancy

APPLICANT NAME			DATE		
CURRENT MAILING ADDRESS			CITY, STATE, ZIP		
CURRENT PHYSICAL ADDRESS			CITY, STATE, ZIP		
HOME PHONE		CELL PHONE		WORK PHONE	
DATE OF BIRTH		SOCIAL SECURITY NUMBER		EMAIL ADDRESS	
CONTACT PREFERENCE ____ HOME PHONE ____ CELL PHONE ____ WORK PHONE ____ EMAIL					

APARTMENT PREFERENCES

PREFERRED SIZE	____ 1BR ____ 2BR ____ 3BR ____ 4BR	STORAGE (if available)?	____ YES ____ NO
ACCEPTABLE SIZES	____ 1BR ____ 2BR ____ 3BR ____ 4BR	IDEAL MOVE IN DATE	

OTHER HOUSEHOLD MEMBERS

Maximum Occupancy is two persons per bedroom

NAME	RELATIONSHIP	AGE ____ 0-17 ____ 18-64 ____ 65 +
NAME	RELATIONSHIP	AGE ____ 0-17 ____ 18-64 ____ 65 +
NAME	RELATIONSHIP	AGE ____ 0-17 ____ 18-64 ____ 65 +
NAME	RELATIONSHIP	AGE ____ 0-17 ____ 18-64 ____ 65 +
NAME	RELATIONSHIP	AGE ____ 0-17 ____ 18-64 ____ 65 +
NAME	RELATIONSHIP	AGE ____ 0-17 ____ 18-64 ____ 65 +
NAME	RELATIONSHIP	AGE ____ 0-17 ____ 18-64 ____ 65 +
____ NONE ____ OTHER RESIDENTS ARE UNKNOWN AT THIS TIME		

EMERGENCY CONTACT INFORMATION

NOTIFY IN EMERGENCY	PHONE
NEAREST RELATIVE NOT LIVING WITH YOU	
RELATIONSHIP	
ADDRESS	PHONE

SHANDOKA USE ONLY

--

RENTAL HISTORY

Have you been a resident of Shandoka before? (Check one) _____ Yes _____ No

IF YES, DATES OF RESIDENCE	REASON FOR LEAVING:
----------------------------	---------------------

PREVIOUS OR CURRENT LANDLORD NAME	MONTHLY RENT	LANDLORD PHONE
-----------------------------------	--------------	----------------

RENTAL ADDRESS	CITY, STATE, ZIP
----------------	------------------

DATES OF RESIDENCE:	REASON FOR LEAVING:
---------------------	---------------------

PREVIOUS LANDLORD NAME	MONTHLY RENT	LANDLORD PHONE
------------------------	--------------	----------------

RENTAL ADDRESS	CITY, STATE, ZIP
----------------	------------------

DATES OF RESIDENCE:	REASON FOR LEAVING:
---------------------	---------------------

EMPLOYMENT & INCOME - PREVIOUS 12 MONTHS

What was your gross income for the previous calendar year? \$ _____

What is your expected gross income for the current calendar year? \$ _____

EMPLOYER	JOB TITLE
----------	-----------

ADDRESS	PHONE
---------	-------

AVERAGE HRS / WK	HOURLY PAY	____ Year-round ____ Seasonal (Check one)
FROM	TO	

EMPLOYER	JOB TITLE
----------	-----------

ADDRESS	PHONE
---------	-------

AVERAGE HRS / WK	HOURLY PAY	____ Year-round ____ Seasonal (Check one)
FROM	TO	

EMPLOYER	JOB TITLE
----------	-----------

ADDRESS	PHONE
---------	-------

AVERAGE HRS / WK	HOURLY PAY	____ Year-round ____ Seasonal (Check one)
FROM	TO	

EMPLOYER	JOB TITLE
----------	-----------

ADDRESS	PHONE
---------	-------

AVERAGE HRS / WK	HOURLY PAY	____ Year-round ____ Seasonal (Check one)
FROM	TO	

CERTIFICATION OF ELIGIBILITY TO OCCUPY

I certify that the information contained in this application is true and complete. I further certify that:

- 1** Neither I, my spouse, my dependents nor any other occupant of the unit owns improved residential property within the boundaries of the Telluride R-1 School District.
- 2** I am a qualified resident of Shandoka based on one of the following criteria (check one):
 - ☐ I have been employed within the boundaries of the Telluride R-1 School district for at least 1000 hours in the previous 12 months or can demonstrate intent to do so within the following 12 months.
 - ☐ I am elderly or have a disability and I have lived within the boundaries of the Telluride R-1 School district for the previous 12 months or longer.
 - ☐ I have been issued a HUD rental subsidy voucher which is allowed to be used within San Miguel County.
- 3** I am a legal resident of the United States.
- 4** The total gross income of my household does not/will not exceed the income limit for my intended residence at time of move in.

I understand that all of the above certifications must remain true for the duration of my residency and that Shandoka Apartments may either terminate or decline to renew my lease if these certifications are no longer true.

I understand that Shandoka Apartments may at any time undertake an independent investigation of the facts contained in my application. I understand that any misrepresentation made in this application is cause for denial of tenancy or immediate termination of my lease.

Applicant Signature

Date



**Release of
Information**
(1/2016)



APPLICANT NAME	SHANDOKA USE FEE PAID AND DATE
----------------	-----------------------------------

AUTHORIZATION TO RELEASE INFORMATION

I authorize Shandoka Apartments, on behalf of the Telluride Housing Authority, to undertake an independent investigation of the facts contained in and related to all parts and attachments of my Resident Application in order to officially determine eligibility to occupy a Shandoka unit per the Telluride Housing Authority Employee Qualification and Waiting List Policy. This investigation may include but is not limited to:

1. Contacting current and previous employers to verify employment dates, hours and pay rate.
2. Contacting current and previous landlords to verify residency dates, payment history, lease compliance and care of property.
3. Reviewing publicly available San Miguel County property records.
4. Reviewing publicly available records of local law enforcement.
5. Requesting an online background check that includes credit history, rental history, criminal background and multi-state sex-offender status. Shandoka currently uses CoreLogic SafeRent for this purpose. Additional information about this service is available online at: <http://www.corelogic.com/landing-pages/SafeRent-Consumer.aspx>

This authorization continues throughout my residency at Shandoka Apartments and expires when my lease ends and I have vacated and surrendered the premises.

I understand that Shandoka Apartments reserves the right to deny occupancy to any Applicant or terminate the lease of any Resident due to failure to meet the criteria of the Qualification Policy, misrepresentation of facts on the Application, or any other reason that in the sole judgment of Shandoka Apartments indicates potential risk to the facility, to the health, safety and quiet enjoyment of the residents or in any other way indicates that the Applicant or Resident is a poor fit with the Shandoka community.

I hereby authorize the individuals contacted in this investigation to release relevant information to Shandoka Apartments.

Signature

Date

Telluride Housing Authority (THA)

EMPLOYMENT CERTIFICATION

Attention Employer: Your current or future employee wants to rent/is renting a Shandoka apartment. To do so, the individual's employment status and income must meet the eligibility requirements specified by the Town of Telluride. Please provide the following information completely and accurately. If you have any questions, please call (970) 728-3034 x1.

Release of Employment Information

I authorize the below-named Employer to release any and all information requested by the Telluride Housing Authority (THA) or its Designee for the purpose of verifying my employment. This authorization will terminate immediately upon the expiration of my Lease with Shandoka.

Yo autorizo al Empleador mencionado abajo para liberar cualquier y toda información solicitada por el Telluride Housing Authority (THA) o su designado con el propósito de verificar mi empleo. Esta autorización terminará inmediatamente después de la expiración de mi contrato con Shandoka.

Employee's Signature/Firma del Empleo

Date/Fecha

TO BE COMPLETED BY EMPLOYER:

Employee Name _____

Title/Position Held _____

Name of Business _____

Address of Business _____

Date Hired _____ Employee is: (check one) Year Round _____ Seasonal _____

Employee works: _____ HOURS per Week _____ WEEKS per Year

Employee is paid: \$ _____ per Hour **OR** Salary of \$ _____ per _____

How many pay periods per month? _____ Gross wage: \$ _____ per pay period

I certify that the above is true and correct to the best of my knowledge.

Employer's Signature _____ Date _____

Employer's Name _____ Title _____

Employer's Phone _____

2016 Shandoka Rents

Unit Type	sq ft	All Tenants	New Deposit	Income Limit Household	Income Limit Bedroom
		2016	2016	2015	2015

Phase I - Buildings A & B

1 Bedroom/1 Bath	476	\$806.00	\$1,209.00	\$50,778.00	\$50,778.00
2 Bedroom/1 Bath	704	\$1,072.00	\$1,608.00	\$67,536.00	\$33,768.00
2 Bedroom/1 Bath/Loft	770	\$1,126.00	\$1,689.00	\$70,938.00	\$35,469.00
3 Bedroom/1 Bath	943	\$1,379.00	\$2,069.00	\$86,877.00	\$28,959.00
4 Bedroom/2 Bath	1128	\$1,584.00	\$2,376.00	\$99,792.00	\$24,948.00

Phase II - Buildings C, D & E

1 Bedroom/1 Bath	476	\$806.00	\$1,209.00	\$50,778.00	\$50,778.00
2 Bedroom/1 Bath	704	\$1,072.00	\$1,608.00	\$67,536.00	\$33,768.00
2 Bedroom/2 Bath/Loft	728	\$1,233.00	\$1,850.00	\$77,679.00	\$38,839.50
3 Bedroom/1 Bath	943	\$1,379.00	\$2,069.00	\$86,877.00	\$28,959.00
3 Bedroom/2 Bath/Loft	1025	\$1,481.00	\$2,222.00	\$93,303.00	\$31,101.00

Phase III - Building F

2 Bedroom/1 Bath	778	\$1,105.00	\$1,658.00	\$69,615.00	\$34,807.50
3 Bedroom/2 Bath	1018	\$1,409.00	\$2,114.00	\$88,767.00	\$29,589.00
4 Bedroom/2 Bath	1128	\$1,584.00	\$2,376.00	\$99,792.00	\$24,948.00

Phase IV - Buildings G & H

1 Bedroom/1 Bath	532	\$838.00	\$1,257.00	\$52,794.00	\$52,794.00
2 Bedroom/1 Bath	784	\$1,105.00	\$1,658.00	\$69,615.00	\$34,807.50
3 Bedroom/2 Bath	1008	\$1,409.00	\$2,114.00	\$88,767.00	\$29,589.00

Separate Storage Included in Rent

Storage Units

Small	\$25.00
Medium	\$30.00
Large	\$35.00

Effective January 1, 2016 or upon Lease renewal

Rent includes Heat, Hot & Cold Water, Sewer, Trash and Recycling

LAWFUL PRESENCE AFFIDAVIT
MUST BE COMPLETED BY TOWN CLERK'S OFFICE

I, _____ swear or affirm under penalty of perjury under the laws of the State of Colorado that (check one):

_____ I am a United States citizen, or

_____ I am a legal Permanent Resident of the United States, or

_____ I am otherwise lawfully present in the United States pursuant to Federal law.

I understand that this sworn statement is required by law because I have applied for a public benefit. I understand that state law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit. I further acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under Colorado Revised Statutes 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

Signature

Date

Per HB 06S-1023 and the Colorado Department of Revenue Emergency Rules for Lawful Presence, you must provide one of the following IDs.

- Valid Colorado Driver's License (current)
- Valid Colorado ID card (current)
- U.S. Military Card or Military Dependent ID Card
- Coast Guard Mariner Card
- Native American Tribal Document

Other Forms of Identification Accepted

- Certificate verifying naturalized status w/ photo and embossed seal of issuing agency
- Certificate verifying United States citizenship w/photo and embossed seal of issuing agency
- Valid driver's license or ID card w/photo issued by a state that verifies lawful presence (see back).
- Valid immigration documents demonstrating lawful presence and verified through the Systematic Alien Verification for Entitlements system (see back).

County of _____
State of _____

Subscribed and sworn to before me this _____ day of _____, 20__

by _____.

WITNESS MY HAND AND OFFICIAL SEAL.

(Notary Public)

(My Commission Expires)

(seal)

LAWFUL PRESENCE AFFIDAVIT
(Page 2)

Driver's License/ID's Acceptable States

<u>Alabama</u>	<u>Missouri</u>
<u>Alaska</u>	<u>Montana</u>
<u>Arizona</u>	<u>Nevada</u>
<u>Arkansas</u>	<u>New Hampshire</u>
<u>California</u>	<u>New Jersey</u>
<u>Colorado</u>	<u>New York</u>
<u>Connecticut</u>	<u>North Carolina</u>
<u>Delaware</u>	<u>North Dakota</u>
<u>District of Columbia</u>	<u>Ohio</u>
<u>Florida</u>	<u>Oklahoma</u>
<u>Georgia</u>	<u>Oregon</u>
<u>Idaho</u>	<u>Pennsylvania</u>
<u>Indiana</u>	<u>Rhode Island</u>
<u>Iowa</u>	<u>South Carolina</u>
<u>Kansas</u>	<u>South Dakota</u>
<u>Kentucky</u>	<u>Tennessee</u>
<u>Louisiana</u>	<u>Texas</u>
<u>Maine</u>	<u>Vermont</u>
<u>Massachusetts</u>	<u>Virginia</u>
<u>Michigan</u>	<u>West Virginia</u>
<u>Minnesota</u>	<u>Wisconsin</u>
<u>Mississippi</u>	<u>Wyoming</u>

The following documents are acceptable as proof of lawful presence pursuant to AG Order Number 2129-97
(Must bear a photo of the applicant)

- Copy of birth certificate from any state, DC and all US territories
- US Passport, except for "limited" (issued for less than five years)
- Report of Birth Abroad (form FS-20)
- Certificate of Birth issued by foreign service post
- Certificate of Naturalization (N-550 or N-570)
- Certificate of Citizenship (N-560 or N-561)
- US Citizen ID Card (I-97)
- Unexpired Foreign Passport accompanied by an "I-94" (look for until date)
- Unexpired Foreign Passport bearing unexpired "Processed for I-551" stamp or with an attached unexpired "Temporary I-551" visa
- "I-94" with refugee or asylum status
- Unexpired "Resident Alien" card or "Employment Authorization" card.